

Retention and Classification Report

Agency: West Jordan (Utah). Sexton (1619)

, UT

Records Officer Jamie Vincent

84636 Cemetery records

AGENCY: West Jordan (Utah). Sexton

SERIES: 84636

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TITLE: Cemetery records

DATES: 1885-1981

ARRANGEMENT: Alphabetical by first letter of surname

DESCRIPTION:

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat, and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: For records beginning in 1885 through 1981.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1885 through 1981.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have historical, legal and administrative value as documentation of burial of individuals along with ownership and perpetual care of cemetery lots.

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(continued)

PRIMARY CLASSIFICATION:

Public